**2010 Advice for the entry of Competency Outcomes**

**Entering Competency Outcomes**

## Competency outcomes are to be entered by Friday 29 October 2010. Enter the competency outcomes for all VET students, both preliminary and HSC.

## Outcomes are entered using the Competencies by Student function accessed via the Main Menu. See section 1 of the support documentation on the next page for detailed instructions on entering outcomes.

1. Outcomes may be entered for an individual student or for **all students in the course**. **See section 2** for detailed instructions on entering outcomes for all students.
2. Every entered competency requires an outcome. **See section 3** for an explanation of all competency outcomes.
   1. Check the **Did Not Start** radio button where the unit of competency was not commenced in this calendar year.
   2. The **Continuing** outcome is **not** to be entered for HCS students. The **Continuing** outcome is entered for preliminary students who have commenced a unit of competency in 2010 and will be completing assessment in that unit in 2011.
3. Enter the outcomes for students undertaking courses with private providers or **verify** the outcomes entered by the private provider. **See section 4** for detailed instructions on verifying competency outcomes entered by private RTOs.
4. Generate the **Confirmation of VET competencies** report for **all** VET students, using the **My Reports** function. Ensure that the VET teacher checks the
   1. BOS course number
   2. qualification outcome, for example Certificate II in Hospitality
   3. qualification eligibility
   4. all entered competency outcomes.

***Note:*** *It is essential that the VET teacher verifies the accuracy of the entries as per the* ***Confirmation of VET competencies*** *report*. Your eBOS profile must include access to the My Reports function to be able to generate reports. **See section 5** for detailed instructions on generating the *Confirmation of VET competencies report.*

1. Amend the outcomes where appropriate. Generate the **Confirmation of VET competencies** report for the VET teacher to verify that the amendments/ additions are correct.
2. After all outcomes have been entered, generate the **VET Competencies with** **Missing Outcomes report**. Where there are entered competencies with no outcomes, repeat steps 1-5. **Every entered competency requires an outcome.**

***Support Documentation for Entering Competency Outcomes***

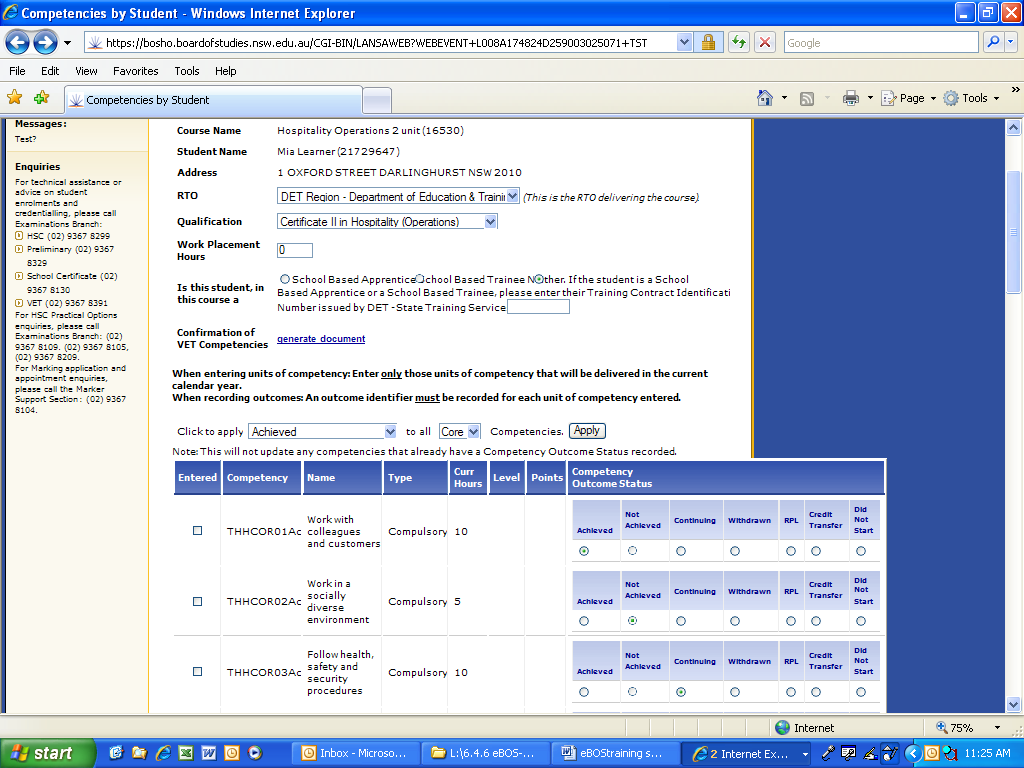
## Section 1

## Entering Competency Outcomes for a Student

1. Select **Competencies by Student** from the Main menu or from the drop down list and click **Go.** Select the relevant study and calendar year and click **Reload**.

2**.** Select the relevant course and student

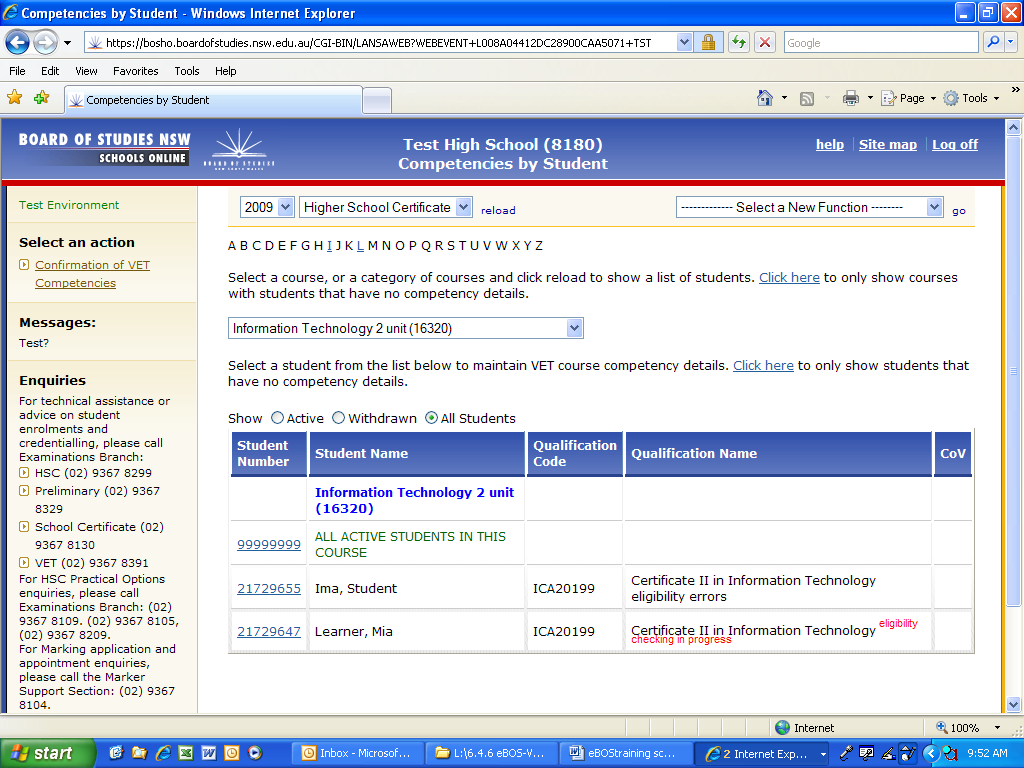
3. Select the appropriate competency outcome- Achieved, Not Achieved etc-by checking the radio button beside the relevantcompetency outcome.

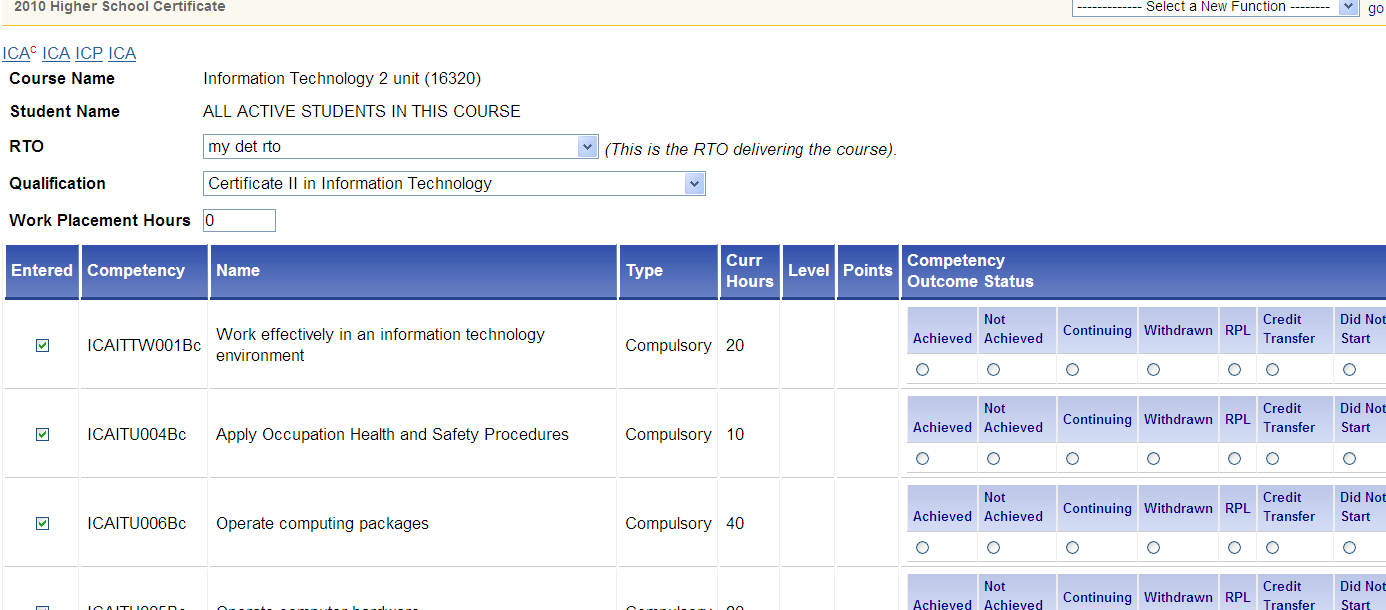


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## Section 2

## Entering Competency Outcomes for All Students

1. Select the **Competencies by Student** function from the main menu of the drop down menu and click **Go**. Select the relevant study year
2. Select the relevantcourse.
3.  Select
4. Select the competency outcome/s that apply to all students undertaking this course in this calendar year by checking the box beside the outcome. Save your changes. The outcomes entered will be applied to all students in the course. Your screen will be similar to the one below.



## Section 3

Definitions of Competency Outcomes

|  |  |
| --- | --- |
| **Outcome** | **Explanation** |
| **Achieved** | Student has completed the unit of competency and has been assessed as competent in all elements. |
| **Continuing** | Student is enrolled in the unit of competency and training has commenced, however the final assessment for the unit will be conducted in the next calendar year. Note: If assessment was conducted in the same calendar year as the enrolment and the student was not competent, then a result of ‘Competency not achieved’ should be recorded. If the student attempts the unit of competency again in the next calendar year a new enrolment should be recorded. |
| **Credit Transfer** | Student has been awarded a recognised credential in the unit of competency at the same or another RTO and has provided evidence of this. |
| **Not Achieved** | Student has been assessed and is not competent in one or more elements of the unit of competency. |
| **Did Not Start** | Student was enrolled in the unit of competency, but training for the unit was not commenced. |
| **Recognition of Prior Learning** | Student has been assessed as competent for the whole unit of competency as a result of recognition of prior skills and knowledge. |
| **Withdrawn** | Student commenced training in the unit of competency but has withdrawn from the unit before assessment has been completed. |

### Warning Message when Entering the Outcome “Continuing”

The Continuing outcome indicates that training in the unit of competency has commenced, however the assessment will be conducted in the **next calendar year.** For most HSC students,this outcome will not be applicable. The following message will be displayed when the **Continuing** outcome is entered for **HSC** students.

* Warning - In most cases the continuing outcome will **not** apply to Year 12 students as they will not normally be continuing in this course/framework next year

TheContinuing outcome should not be used for HSC students, unless the student is a pathways student and will be assessed in the unit of competency in the following year by the same RTO.

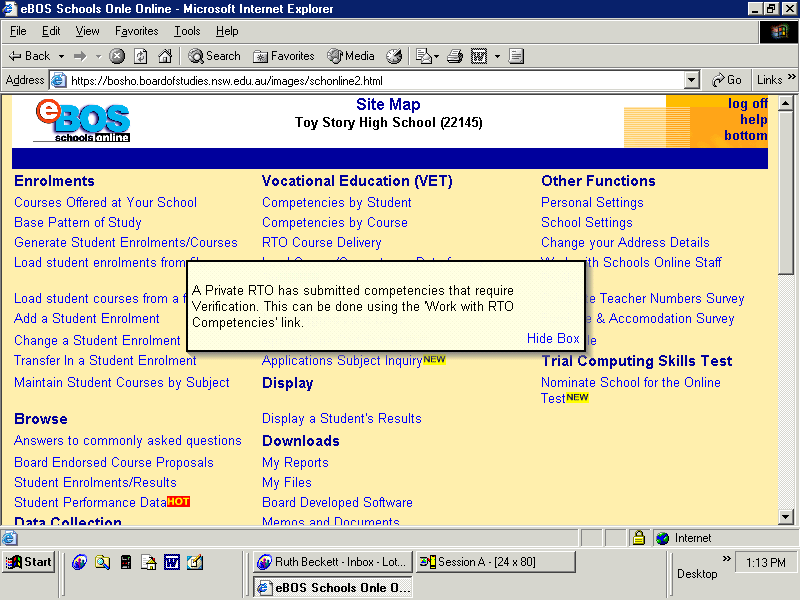
## Section 4

## School Verification of private RTO entries

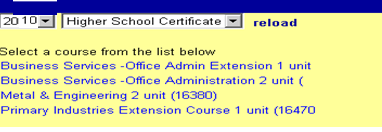
Private providers, who have been provided with access to RTOs Online, can enter competencies, outcomes and work placement hours directly into eBOS. The school however is required to confirm or verify the entry of competencies or outcomes. Schools must verify **all** private RTOs’ entries before the entries are uploaded to the Board of Studies.

**Note:** Private providers are unable to enter exam estimates into eBOS.

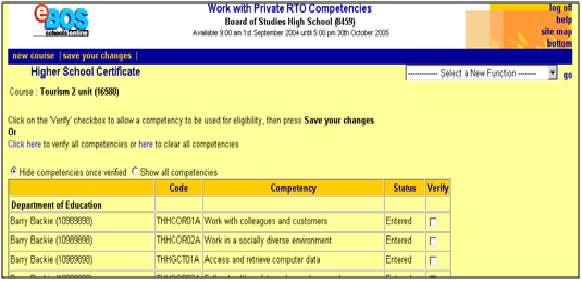
1. When a private provider has entered competencies or outcomes a message box will appear on the Schools Online site map.



1. When the text box above is displayed, select the **Work with RTO Competencies** function in the Vocational Education (VET) section of the main menu.
2. Select the required course.



1. All competencies entered by the RTO for the selected course that now require verification will be displayed .



1. You can view all competencies that have been entered or only those competencies that require verification by checking the relevant radio button. 
2. Check the ‘Verify’ box  beside each competency to verify that the competencies are correct. Save your changes. The competencies will now be accepted as valid competencies on the student’s record.

**Note:** This school verification process is required to ensure that the private provider entries are correct and the competencies entered are those endorsed by the Board of Studies. Until RTO entries have been verified by the school, any competency data that has been entered by the RTO will **not** be used in eligibility checking.

## Section 5

### *Generate the Confirmation of VET competencies Report*

After the competency outcomes have been entered generate, or request the generation of, the **Confirmation of VET competencies** report for **all** VET students. This report lists the student’s details, the qualification outcome and eligibility status, the units of competency and their outcome status. This step is essential to ensure that the VET teacher has checked all the VET details and has verified the accuracy of the outcomes entered. The **Confirmation of VET competencies** report should be generated after any amendment or addition to a student’s VET record to ensure that the change has recorded correctly.

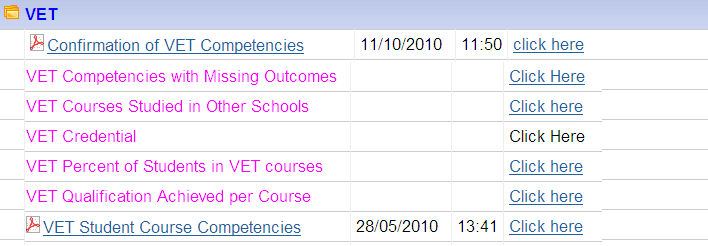
1. A **Confirmation of VET Competencies** can be generated on an individual student basis by clicking on the underlined blue text in the **Competency by Student** screen.



The report can be view or printed when the  icon is displayed .



1. If the report is required on a group basis go to the VET section of the **My Reports** option. Locate the **Confirmation of** **VET Competencies Report**. Click on the text, “Click here”, to the right of the report. When the report is generated the  symbol is displayed. Click on this symbol and print the report for distribution.



1. Sample **Confirmation of** **VET Competencies Reports** are included below.

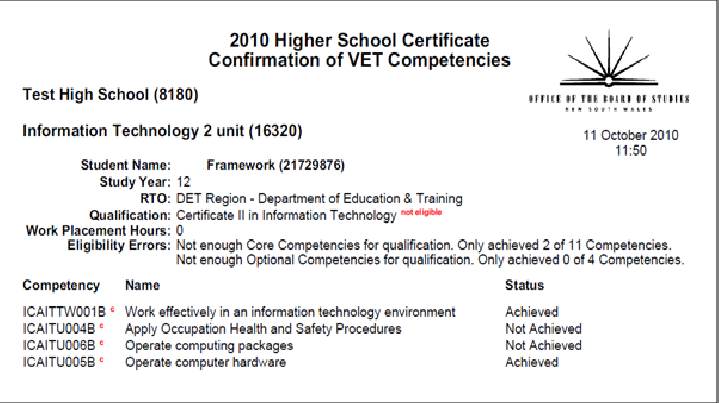
**Sample 1**

Competency outcomes have been entered for this student. The VET teacher checks the accuracy of the **Confirmation of** **VET Competencies Report**, specifically the :

* 1. BOS course number
  2. qualification outcome, in this case Certificate II in Information Technology

qualification eligibility , noting that in this example the student is **not eligible** for the award of a full Certificate II in Information Technology

1. accuracy of the competency outcomes



**Sample 2**

Competency outcomes have **not** been entered for this student. The VET teacher is requested to provide the competency outcomes. The **Confirmation of** **VET Competencies Report** is generated after the missing outcomes have been entered for verification by the VET teacher.

